



City of Santa Barbara

ZONING PLAN CHECK BASIC COMPLIANCE CHECKLIST

ATTENTION! NEW BUILDING PERMIT REQUIREMENT EFFECTIVE TUESDAY, JANUARY 17, 2006

- **Requirements:** In order for Planning Staff to expedite your Zoning Plan Check, **this form is REQUIRED to be submitted along with all building permit applications with the exception of minor permits that don't affect floor area (such as fences, re-roofs, roof top equipment, façade changes, and utility permits).** If in doubt, please check with Planning Staff. This is a basic list which combines residential and non-residential standards. Other requirements may apply depending on the use or specifics of the project proposed.
- **Instructions:** Fill in the Project Address, APN, Case Number, and Date at the top of the first page. Enter the page number under the SHEET column where that item can be found on your plans. *If you believe that an item does not apply, please indicate with an N/A in the SHEET column.*
- **Project Research:** It is the Applicant's responsibility to research the history of the property; this includes reviewing the archive plans, street files and planning files. Information such as the 1) *Santa Barbara Municipal Code*, 2) *handouts*, 3) *guidelines*, 4) *street* and 5) *planning files* (a.k.a. *LDT record archives*), 6) *parcel* and 7) *case* information, is available online at www.SantaBarbaraCA.gov under the *Government*, *Residents* or *Business* tabs at the top of the screen. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578.
- **Zoning Ordinance:** When developing your proposal, ALWAYS refer to the actual Zoning Ordinance for the most complete and detailed information. If there are any discrepancies between the information provided in this handout and the Zoning Ordinance, the language in the Zoning Ordinance shall prevail. This handout is not designed to preclude the use of the Zoning Ordinance.

****Please give us feedback on whether this checklist is helpful
in submitting a more complete plan check.****

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Project Address:	Case#:
APN:	Date:

SHEET	ITEM	REFERENCE/COMMENTS
I. PROJECT RESEARCH		
	1. Use: Is the use allowed by the zone?	SBMC Title 28, see the specific zone.
	2. Is Design Review required?	
	a. Architectural Board of Review (ABR)	SBMC 22.68 or the Neighborhood Preservation Ordinance (NPO) Checklist.
	b. Historic Landmarks Commission (HLC)	SBMC 22.22 Designated City Landmarks
	c. If so, why?	If required by the NPO Checklist, indicate which question number from the list.
	d. If so, when was Final Approval granted?	
	e. Is the Final Approval still valid?	It must be valid when a building permit is issued.
	3. Is Planning Commission, Modification Hearing Officer or Staff Hearing Officer (SHO) review required?	If a Modification or other Land Use Permit is required of the Modification Hearing Officer, Staff Hearing Officer or Planning Commission, identify here.
	a. Indicate date of approval? Is it still valid?	It must be valid when a building permit is issued.
	b. Reproduce the Resolution or Approval Letter on the first or second sheet of the plans.	
	4. Charter Section 1508 "Measure E"	SBMC §28.87.300 If there is demolition, conversion or new non-residential square footage proposed, indicate what Measure E category(ies) would apply?
	5. Street File, Planning File, Permit Tracking Database: check for:	Community Development Department Website, Case Status Lookup, Land Development Team (LDT) Record Archives Street File, Planning File.
	a. Outstanding enforcement cases –abate all violations in the proposed project.	
	b. Violations described in Zoning Information Reports (ZIR) – abate all violations in the proposed project.	If you have any active violations from an enforcement case or a ZIR, you must add them to your Scope of Work statement as follows: "Abate violations as noted in ZIR2005-00000...etc".
	c. Expired Permits – incorporate the expired project into the proposed project, or state that the project was abandoned.	If this is a Planning Commission project, you must reproduce the PC Resolution on your plans and submit a separate sheet that details how each condition will be met and where each condition can be found on your plans.
	d. Uncompleted permits – complete previous project prior to or concurrent with the proposed project.	
	e. Planning Commission conditions of approval – show compliance with all applicable conditions.	
	f. Any recorded Covenants, Conditions and Restrictions (CC&Rs) on the property.	
	g. Identify utilities or easements.	
	h. Other items that may hinder the proposed project.	
	i. Parcel Tags.	Website, Parcel Specific Information

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SHEET	ITEM	REFERENCE/COMMENTS
II. PROJECT STATISTICS INFORMATION		
	6. Project Address	
	7. Owner's Information	
	a. Name	
	b. Address	
	c. Phone Number	
	d. For Condominium or similar, Homeowner's Association approval letter is required.	
	8. Assessor Parcel Number	APN Books, Website, Parcel Specific Information
	9. Zoning Designation	Zoning Map, Website, Parcel Specific Information
	10. Coastal Zone	SBMC §28.45.009 If the project is in the Coastal Zone (SD-3), has the appropriate coastal processing been completed?
	11. General Plan Designation (PC Cases only)	General Plan Map, Zoning Counter
	12. Lot Size	Website, Parcel Specific Information or calculate from lot dimensions, or site survey.
	a. Existing (gross and net)	Gross lot size includes public easements.
	b. Proposed (gross and net)	If a subdivision or lot line adjustment is proposed.
	13. Slope	Site Survey, Website, Parcel Specific Information
	14. Scope of Work (Project Description). Include the following	
	a. A detailed textual description of the project.	Include all aspects of the project in the description.
	b. Existing and Proposed Use of all buildings and structures on the parcel.	If a restaurant, hotel, care facility or other special use is proposed, include restaurant seats, hotel rooms, beds etc. (existing and proposed).
	15. Project Statistics	The "Project Statistics Form" is REQUIRED to be reproduced on all plans for ABR/HLC applications. Its use is recommended for all other permits. Available at the Planning Counter.
	a. Floor Area	Break down floor area separately for each floor of every building, garage, and accessory space. Include all habitable and non-habitable areas 5' and greater in height.
	i. Existing buildings (gross and net)	Gross s.f. includes the exterior walls. Net s.f. excludes the exterior walls.
	ii. To be demolished (gross and net)	
	iii. Proposed (gross and net)	
	iv. Charter Section 1508 "Measure E"	SBMC §28.87.300 For nonresidential projects , if there is demolition, conversion or new non-residential square footage proposed, indicate what Measure E category(ies) would apply? Include all cumulative, net permitted non-residential floor area (excluding areas used for parking) since 1989.
	v. Accessory Building(s)	SBMC §28.87.160 Maximum 500 square feet and may not be located in the front yard

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SHEET	ITEM	REFERENCE/COMMENTS
	vi. Garage Floor Area	SBMC §28.87.160 Maximum amount of garage floor area in A-1 and A-2 zones is 750 square feet. The maximum amount of garage floor area in the E-1, E-2, E-3 and R-1 zones is 500 square feet; except on lots in excess of 20,000 square feet where the maximum amount of garage floor area is 750 square feet.
	b. Number of residential units	SBMC §28.18.075 for R-2 Zone
	i. Existing	SBMC §28.21.080 for R-3/R-4 and less restrictive zones.
	ii. To be demolished	For projects with more than one residential unit on the lot, provide a residential density calculation on your plans.
	iii. Proposed residential units	(number of proposed units) x (min. required area per dwelling unit) x (slope density, if applicable) = min. required lot size for development.
	iv. Number of bedrooms per residential unit (existing, demolished and proposed)	
	v. Accessory Dwelling Unit	SBMC §28.15.075 R-2 properties with a lot area between 5,000-6,000 s.f. (includes Slope Density) show how the project meets the minimum requirements for an Accessory Dwelling Unit.
	vi. Secondary Dwelling Unit	SBMC §28.94.030.BB Properties in the A, E, or R-1 zones show how the project meets the minimum requirements for a Secondary Dwelling Unit.
	c. Parking	
	i. Number of <u>existing</u> parking spaces	Covered and uncovered spaces
	ii. Number of <u>proposed</u> parking spaces	Covered and uncovered spaces
	iii. Number of <u>required</u> parking spaces	Covered and uncovered spaces (SBMC §28.90.100) For multi-family residential, the residential unit configuration affects the parking requirement (SBMC §28.90.100.G).
	iv. If the existing parking is nonconforming (fewer spaces provided than required or is not the required minimum dimensions), and the cumulative total of all additions since July 15, 1980 is 50% or greater than the <u>net</u> floor area that existed on July 15, 1980, the parking for the entire site must be brought up to code (for both the number provided and dimensions of the spaces).	SBMC §28.90.001.2 To calculate floor area for parking, include all existing and proposed additions, habitable and non-habitable, excluding covered parking, but including accessory floor area. Neither floor area of unpermitted work, nor structures that do not require a permit shall be counted towards the existing floor area.
	v. If the use of the property is changing to a use that requires more parking spaces, have they been provided?	SBMC §28.90.001.14
	vi. Do the parking spaces meet the minimum dimensions?	"Standards for Parking Design" at the Public Works Counter
	vii. Is it in a Zone of Benefit?	SBMC §28.90 Website, Parcel Specific Information
	viii. Buildings in excess of 10,000 square feet	SBMC §28.90.100.D
	ix. Mixed Use developments	SBMC §28.90.100.H
	d. Site Statistics showing square footages and percentage of building, landscaping, and paving coverage.	Be sure the percentages add up to 100%.
	e. Grading	
	i. Amount of cut and/or fill under the main building footprint	Cut + Fill = Total Amount of Grading
	ii. Amount of cut and/or fill outside the main building footprint	
	f. Construction Type	For use by the Building & Safety Division
	g. Occupancy Group	For use by the Building & Safety Division

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SHEET	ITEM	REFERENCE/COMMENTS
III. SITE PLAN INFORMATION		
	16. Vicinity Map	Small scale map showing the neighborhood in which the project is located. It should show the surrounding areas and streets.
	a. True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b. Surrounding properties	
	c. Major streets surrounding project	
	d. Project site shown	
	17. Site Plan – Show the following:	
	a. True North Arrow.	If you choose to add a Reference North, please orient Reference North parallel to State Street.
	b. Scale	The scale of the drawing is to be such that all features required per this checklist are clearly legible. Generally, 1/8" scale for site plans and 1/4" scale for floor plans and elevations is acceptable.
	c. Streets	Include the <u>street name</u> and all streets abutting the property.
	d. Parkway	If applicable
	e. Sidewalk	If applicable
	f. Alley	If applicable
	g. Property Lines	
	i. Dimensions	
	ii. Bearings	
	h. Setbacks	SBMC Title 28, see the specific zone for setbacks .
	i. Front	SBMC §28.04.590 for the definition of required yards.
	ii. Interior	Show with dashed or dotted lines
	iii. Rear	
	i. Outline of all buildings and structures on site.	Differentiate existing, proposed or demolished areas by shading, crosshatching, etc.
	j. Driveways	
	k. Parking areas	Show covered and uncovered. Include bicycle parking areas if proposed. Call out the dimensions and entrance and exit points.
	l. Landscaped areas, including trees	
	m. Adjacent building footprints	Adjacent site survey Public Works Geospatial Browser
	n. Distance between buildings dimensioned	SBMC Title 28. See the specific zone
	o. All fences, hedges, walls or screens on the property and within 5 feet of all property lines.	Residential Zones, C-O and C-X Zones Only SBMC §28.87.170 SBMC §28.87.030.D.1.a.(5) Unless conclusively proved to be permitted by the applicant, all fences, hedges, walls or screens that are taller than allowed must be reduced in height. Nonconforming fences, walls or screens are not allowed to be rebuilt.
	p. Open yard	A-1, A-2, E-1, E-2, E-3, R-1 and R-2 Zones
	i. Size, Dimensions, Location	SBMC §28.04.430.5 for definition of open yard SBMC §28.15.060.3 for single family zones SBMC §28.18.060 for R-2 zone

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SHEET	ITEM	REFERENCE/COMMENTS
	q. Outdoor Living Space	Residential uses in R-3/R-4 and less restrictive zones
	i. Size, Dimensions, Location	SBMC §28.04.430.5 SBMC §28.21.081
		Please show compliance with the outdoor living space requirements for the R-3/R-4 zones. Choose either method "A" or "B". If using method "B" there must be 20' x 20' minimum area. If using method "A" show the required 10% open space area and the private outdoor living space (POLS) for each unit. The 10% does not include setback areas, nor include structures greater than 10" in height. The areas at the front entry doors (approx.16 s.f.) may not be counted in either POLS or the 10% calculation. You may count areas under the eaves if there is a 7' clearance. The minimum dimension for ground floor units is 10' and the minimum dimension for second floor units is 6'. The POLS can overlap the 10% open space area and can extend into the interior and rear setback.
	r. Parking Lot Landscaping	SBMC §28.90.050
	s. Trash Enclosure/Trash Can storage area.	New commercial buildings and multi-family developments of 5 units or more, or improvements that add 30% or more to the existing floor area, must include adequate, accessible, and convenient areas for collecting and loading recyclable materials. The trash enclosure or can storage area may not be in a setback or in the remaining front yard, and it must be screened. Public Works Department approval of the location is required.
	t. Easements (existing and proposed)	e.g. water, sewer, drainage, utilities, access, etc.
	u. Utility Connections (existing and proposed)	e.g. sewer laterals, water line, water meter, etc.
	v. Right-of-Way Improvements (existing and proposed)	e.g. curb, gutter, sidewalk, utilities, water or gas meters, curb cuts
	w. Topography	5-foot contour intervals, with 1-foot intervals for driveways. The topography may be omitted if the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	x. Grade Levels (on site and within 5 feet of the property lines)	Show grade levels adjacent to each existing or proposed structure. Grade levels may be omitted if the property is flat or if the project consists of remodel only (no new floor area, no increase in building height).
	y. Planning Commission (PC), Modification Hearing Officer, or Staff Hearing Officer (SHO) Cases Only	Reproduce the Resolution or the approved Approval Letter on the plans.
	i. Utilities	Include sewer and water mains, fire hydrants, utility poles, wells, street lights, etc.)
	ii. Topography	Extend topography 100 feet beyond the proposed project site.
	iii. Earthquake Faults	
	iv. Bus Stop (nearest)	
	v. Bike Lanes	If applicable
	vi. Drainage	Natural drainage patterns; existing and proposed drainage information
	vii. Existing and proposed curb cuts	
	viii. Vegetation	All existing trees and significant vegetation, with type and tree diameter as measured 4 feet above grade

IV. FLOOR PLAN INFORMATION		
	18. Floor Plan	
	a. Scale	
	b. Label all rooms and label each floor plan	Clearly indicate what is being removed, replaced, and altered.
	c. Residential	
	i. Floor Plans of all buildings, with rooms, windows and doors shown.	
	ii. Garage Size	
	(1) Minimum interior dimensions	"Standards for Parking Design" at the Public Works Counter
	(2) Maximum Size	SBMC §28.87.160
	iii. Accessory Building(s)	SBMC §28.87.160
	iv. Configuration	Staff checks the floor plan for configurations that are easily converted to illegal dwelling units (SBMC §28.04.496.5).
	(1) Generally, only one laundry area is allowed per residential unit.	
	(a) Laundry areas may have laundry sinks, but not kitchen-type sinks	
	(2) Generally, only one water heater is allowed per residential unit	
	(3) Kitchen sinks are only allowed in approved kitchens.	
	(4) Bars and bar sinks can be approved on a case-by-case basis	
	(5) Areas with internal access (except through a garage or similar situation)	
	(a) Generally, areas with internal access to the main living area are allowed TWO of the following improvements	
	(i) Exterior Access	
	(ii) Bathing Facilities	
	(iii) Bar Sink (12"x12" max. bowl size), 5' max counter length	
	(6) Areas without internal access (or with access through a garage or similar)	
	(a) Half-bath (toilet and vanity sink) allowed	A half-bath must be configured to the minimum size allowed by the Uniform Building/Plumbing Code. Preferably, a toilet and sink facing each other with a pocket door.
	(b) No bathing facilities allowed, except exterior showers	
	(c) No sinks allowed, except the vanity sink in the half-bath.	
	d. Non-residential	Staff checks the floor plan of nonresidential structures to ensure that configuration matches the uses proposed, and that the required parking is being provided.
	i. Floor Plans of all buildings, with rooms, windows and doors shown.	

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V. ELEVATION PLAN INFORMATION		
	19. Elevations – Show the following	
	a. All elevations of all structures	Clearly identify all existing, demolished, and proposed work on the elevations.
	b. Name each elevation	The North Elevation is the side seen from True North (or Reference North, if you choose to use Reference North).
	c. Scale (Preferably 1"=4')	
	d. Building Height	SBMC §28.04.120 for the definition of building height Check the specific zone for building height limitations
	e. Solar Access Ordinance	Residential Zones Only SBMC Chapter 28.11 See Handout on Solar Access Compliance
	f. Existing and finished grade	
	g. Outline of buildings and structures on adjacent properties	
	h. Architectural Board of Review or Historic Landmarks Commission Only	
	i. Exterior Color	
	ii. Exterior Material	
	iii. Cross section drawing of land areas being cut or filled	
VI. LANDSCAPE PLAN INFORMATION		
	20. Landscape Plan – if required or desired	
	a. Trees to be removed crossed out	
	b. Total landscape area and percentage of total site area	
	c. Paved surfaces: location and type	
	d. Species List (number, type and size)	
	e. Irrigation Plan	
	f. Landscape Compliance Statement	Sticky-back available from the Zoning Counter